

MISSION & FUNCTION STATEMENT

OFFICE OF RESOURCE MANAGEMENT

MISSION

This Office plans, develops, manages, and implements a central management policy support program that utilizes customer service and quality assurance principles to ensure the effective and efficient operation of the Office of Science (SC). These areas include financial management, corporate business management, management analyses, acquisition and financial assistance management, and human capital and administrative services. The Office assists in ensuring that SC activities are in full conformance with the Secretary's equal opportunity policies and that prudent business management practices and policies are employed in the proper use of Federal funds. The Office serves as the principal SC-wide point of contact with other DOE staff organizations and represents the management needs of SC to the Department; coordinates development of the SC position on proposed Orders, regulations, and policy documents; and manages activities required by the Federal Managers' Financial Integrity Act and the Federal Advisory Committee Act.

ORGANIZATIONAL STRUCTURE

1. Financial Management Division
2. Grants and Contracts Division
3. Human and Administrative Resources Division
4. Program Direction and Management Analysis Division

FUNCTIONS

Financial Management Division

1. Serves as principal financial, budgetary and accounting advisor to the Director of Science; and serves as the point of contact with the Office of the Chief Financial Officer, OMB and Congressional committee staffs on specific matters relating to SC programs.
2. Directs and evaluates for the Director the formulation, presentation and execution of budgetary and financial resources by the SC program offices to ensure that actions are consistent with SC, DOE, and Congressional policies and guidance. Advises the Director on problem areas and opportunities and recommends courses of action.
3. Prepares data and information for the Director's Congressional testimony, statements for OMB hearings, and other presentations related to budgetary/financial and staffing matters. Advises the Director on strategies for defense of budgets and participates in DOE, OMB, and Congressional hearings. Reviews and edits Congressional Authorization and

Appropriation Committee transcripts, and assists in the preparation of material requested for the record.

4. Prepares the Associate Directors' Congressional testimony, statements for OMB hearings, and other presentations related to budgetary/financial matters. Advises the Associate Directors on strategies for defense of budgets and participates in DOE, OMB, and Congressional hearings.
5. Manages appropriated SC program funds to ensure that they are used in accordance with the intent of the appropriation, that financial restrictions are not violated, and that proper accounting control and practice are maintained.
6. Maintains a system of budgetary controls, records, and reviews to ensure orderly and proper budget execution, including control of allotments, management of financial plan changes, establishment of audit trails, and adherence to DOE/OMB budgetary policies and procedures.
7. Reviews, analyzes and recommends positions, as appropriate, to the Director of Science on Federal and DOE procedures related to financial, budget, accounting and planning, programming and budgeting (PPB) matters as they affect the SC program. Participates in the preparation of PPB documents for SC and in their presentation and defense before SC management, other departmental offices, and with Secretarial officials and their staffs.
8. Develops fiscal program strategies, plans and resource requirements for SC programs. Analyzes inputs from program staff and contractors and provides recommendations on these strategies and requirements to the Associate Directors and to the Director. Reviews institutional plans from laboratories to assess whether financial plans are consistent with program strategies and budgets and that they are adequate to meet laboratory and program needs.
9. Develops and operates a financial management information system for SC programs to provide accurate and timely data for the Director of Science, the Associate Directors, departmental offices, OMB, Congressional committees and other organizations.
10. Provides direction on financial and budgetary matters to the various field offices, laboratories, and contractors/grantees for SC programs.

Grants and Contracts Division

1. Serves as the principal acquisition, financial assistance (grants and cooperative agreements) and contract/grant management advisor to the Director of Science. Provides independent analyses, advice and recommendations on procurement and assistance actions initiated by SC; identifies problem areas, opportunities and management issues and makes recommendations; serves as SC focal point in developing positions and responses to

proposed Federal and DOE procurement and assistance regulations and business management policies and procedures; provides advice and guidance and serves as the SC focal point with DOE field offices, laboratories, universities, contractors, grantees and other Government agencies on SC policies and strategies with respect to acquisition, financial assistance and contract/grant management issues.

2. Serves as SC-wide focal point for the review and analysis of proposed Federal and DOE acquisition, financial assistance and business management policies and procedures proposed within the Department and develops recommendations for consideration by the SC Director. Represents SC on various study groups, task forces, boards and conferences. Provides independent advice and analyses on patent/copyright matters, OMB Circular A-76 and make or buy determinations, small and disadvantaged business requirements, support service contracts, organizational conflicts-of-interest, technical reporting and technology transfer issues to the Director. Provides advice, counsel and assistance to the program offices, normally for unusually large and/or complex issues.
3. Interacts with leaders from Government, universities and industry in Research Roundtable activities dealing with academic research facilities and the reduction of bureaucratic accretion. (The Government-University-Industry Research Roundtable, sponsored by the National Academy of Sciences and the National Academy of Engineering, was created to provide a forum to explore ways to improve the productivity of the nation's research enterprise.)
4. Provides guidance to other departmental elements on procurement/assistance actions with universities in fulfillment of SC's responsibilities to ensure the health of university research programs.
5. Advises the Director of Science and participates in SC planning and implementation activities associated with Major Systems Acquisitions, including program/project organizational involvement and business strategies.
6. Serves as the acquisition, financial assistance, and grants/contracts and business management advisor to the Associate Directors and, as such, provides analyses; identifies problem areas, opportunities, and management issues and makes recommendations; develops positions for the Associate Directors on proposed Federal and DOE policies and procedures; and provides advice and assistance to the SC staff, the field offices, laboratories, contractors and grantees on matters relating to SC activities.
7. Performs, by direct delegation, the following functions for the SC Director: Assistant Secretarial clearance of noncompetitive procurement actions; organizational conflict-of-interest reviews; urgency statements related to procurement actions; and SC program competition advocacy functions.

8. Participates in the development of acquisition, financial assistance, business management and organizational participation strategies for SC programs. Ensures that the Associate Directors' and any SC decisions relating to these matters are carried out for the programs. Participates on various source evaluation boards, task forces and implementation groups relating to SC programs.
9. Develops and manages systems to process and record both competitive and unsolicited proposals and applications and contract and financial assistance awards actions. Ensures the effective implementation of these actions by providing support and assistance to the SC staff, field offices and contractors. Analyzes the business, financial, and nontechnical aspects of proposals and recommends the optimum implementation methodology.
10. Develops and maintains information systems required to provide accurate and timely data on acquisition and financial assistance actions, including Procurement Plans, for SC management, the Associate Directors, their staffs, other departmental offices and others.
11. Prepares internal instructions and guidelines related to acquisition and financial assistance matters and ensures, for the Associate Directors, that they are followed. Analyzes the opportunities for small/disadvantaged business (S/DB) procurements for the SC program, recommends appropriate goals and suggests methods to accomplish these. Assists the SC staff in achieving the S/DB procurement goals.
12. Analyzes proposed DOE orders and other issuances that relate to or impact on procurement, financial assistance and business and contract management functions, e.g., support services, organizational conflict-of-interest, major systems acquisitions, real estate management, personal property management, patents, and intellectual data, copyrights, technical reporting requirements, industrial relations, etc.

Human and Administrative Resources Division

1. Performs strategic management of human capital, including succession planning. Provides advice, analyses, and operational support for all SC organizations relating to human capital management, including personnel administration, consultants, personal conflicts of interest, personnel performance standards and appraisal, employee/labor relations, recruitment and retention, succession planning and competitive sourcing (A-76) reviews.
2. Conducts management process and system improvement reengineering analyses, including expanded electronic government, workload and work flow patterns, human capital allocations and utilization in support of programmatic and operational arrangements. Reviews and evaluates interfaces and processes to determine and improve overall efficiency, effectiveness and quality of program administration. Makes recommendations directed towards procedure redesign to improve operational techniques; establishment of controls; redefinition of functional authority or responsibility; human capital realignment; human capital and administrative policies; and allocation of staff resources. Seeks

departmental approval, as required, and assists in implementation of desired changes and improvements.

3. Manages the SC employee development/training programs, including leadership development, career development, mentoring and on-line learning.
4. Analyzes administrative and human capital issues affecting the entire SC complex nationwide, including the Office of Science offices in the field, the national laboratories, and all other SC contractors.
5. Manages all personnel matters for the Office of Science, including the Senior Executive Service, Excepted Service and General Schedule employee performance appraisal systems.
6. Manages SC activities involving records management; office space allocation; administrative services, supplies, and materials; travel (domestic and foreign); information collection; paperwork reduction; and other customer support activities.
7. Manages SC Federal Managers' Financial Integrity Act (FMFIA) activities to identify management problems and solutions.
8. Advises/represents SC management on problems, responses and follow up related to General Accounting Office and Office of Inspector General activities.

Program Direction and Management Analysis Division

1. Prepares, defends, and manages the SC-wide staffing budgets and provides detailed justifications for funding requirements. Works with field, program, and departmental counterparts to define requirements. Develops and maintains systems to improve financial performance and operating processes. Plans and tracks funds utilization against staffing ceilings, internal and external allocations, and congressional intent and controls. Ensures improved fiscal budget performance and integrates budget decisions with program strategic performance goals, objectives, measures, outcomes, and reports results.
1. Conducts studies and makes policy recommendations directed towards organizational design and development, organizational realignment and restructuring, and change management. Prepares "white papers" and implementation guidance on the above.
2. Performs analytical studies and develops policy guidelines in support of sensitive management issues and human capital planning activities related to manpower usage, staffing allocations/positions, budget, organizational layering, duplication of effort, skills mix, span of control, workforce restructuring, reengineering, A-76 competitive sourcing cost studies, and line and staff roles and responsibilities across the headquarters and field complex.

3. Advises the Director of Science on Equal Employment Opportunity matters and designs and implements strategies and programs to expand opportunities for SC minority and women employees and enhance efforts to recruit new minorities, women and persons with disabilities. Conducts analyses and prepares annual reports.
4. Ensures efficient, effective collection and dissemination of SC corporate information, including reports to the Secretary, responses to Congress and the White House, and internal crosscutting activities.
5. Develops/recommends SC positions on draft policy documents, including Executive Orders, legislation, DOE regulations and directives, and corporate policies (excludes fiscal, acquisition and assistance matters).
6. Coordinates preparation of SC non-budget testimony and other written material for Congress, the Office of Management and Budget (OMB), DOE, and other federal agencies.
7. Advises/represents SC management on problems, responses and follow up related to Congressional reporting, Freedom of Information Act (FOIA), and Federal Advisory Committee Act (FACA) management.

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